

RESOLUTION NO. 2015-_____

A RESOLUTION AUTHORIZING AN AMENDATORY SUPPLEMENTAL CHANGE ORDER NO. 1 TO CONTRACT NO. C13-0100, ISSUED TO PENNONI ASSOCIATES, INC., VINELAND, NJ FOR PROFESSIONAL DESIGN FOR BRANCH CULVERT REPLACEMENT AT WEST AVENUE, IN THE AMOUNT OF \$7,900.00.

WHEREAS, the City Council of the City of Vineland, on November 12, 2013, adopted Resolution No. 2013-466, entitled "A RESOLUTION AUTHORIZING AN AGREEMENT WITH PENNONI ASSOCIATES, INC., VINELAND, NJ, FOR PROFESSIONAL DESIGN SERVICES FOR BLACKWATER BRANCH CULVERT REPLACEMENT AT WEST AVENUE"; and

WHEREAS, there exists a need to amend and supplement the Professional Services contract awarded to Pennoni Associates, Inc., Vineland, NJ, for Professional Design Services for Blackwater Branch Culvert Replacement at West Avenue as authorized by Resolution No. 2013-466; and

WHEREAS, after the initiation of this project, the City became aware of the availability of grant funding through the Federal Highway Administration for projects such as this, which requires New Jersey Department of Transportation (NJDOT) review and federal requirements in the design plans and specifications and bid process, said change order to Contract No. C13-0100 will provide for additional services needed to bring the design in compliance with NJDOT requirements; and

WHEREAS, the City Comptroller has certified that funds for the amendment requested herein are available; now, therefore,

BE IT RESOLVED by the Council of the City of Vineland as follows:

1. THAT Resolution No. 2013-466, entitled "A RESOLUTION AUTHORIZING AN AGREEMENT WITH PENNONI ASSOCIATES, INC., VINELAND, NJ, FOR PROFESSIONAL DESIGN SERVICES FOR BLACKWATER BRANCH CULVERT REPLACEMENT AT WEST AVENUE"; be and the same is hereby amended and supplemented to increase maximum amount of the contract by \$7,900.00.

2. THAT the Purchasing Agent be and the same is hereby authorized to issue an amendatory supplemental change order to Contract No. C13-0100, in the amount of \$7,900.00.

Adopted:

President of Council

ATTEST:

City Clerk



September 15, 2015

REPORT

TO: THE MAYOR AND COUNCIL

RE: Amendatory Supplemental Change Order No. 1
Contract No. C13-0100
Design Services -Blackwater Branch Culvert Replacement at West Ave.
Pennoni Associates, Inc., Vineland, NJ

Dear Mayor and Member of Council:

We are requesting an amendatory supplemental change order to Contract No. C13-0100, issued to Pennoni Associates, Inc., Vineland, NJ, for Professional Design Services for Blackwater Branch Culvert Replacement at West Avenue. This contract was authorized by Resolution No. 2013-466, adopted by City Council on November 12, 2013.

After the initiation of this project, the City became aware of the availability of grant funding through the Federal Highway Administration for projects such as this. With this funding comes New Jersey Department of Transportation (NJDOT) review and federal requirements in the design plans and specifications and bid process.

The change order requested in the amount of \$7,900.00 will provide for additional services needed to bring the design in compliance with NJDOT requirements. This change order will increase the original contract amount from \$125,810.00 to \$133,710.00.

The amendatory supplemental change order for which authorization is herein requested may be authorized in accordance with N.J.A.C. 5:34-4.1 et seq.

Sincerely,

A handwritten signature in black ink, appearing to read "RD", is written over a horizontal line.

Robert Dickenson
Assistant Business Administrator

RD/wr



REQUEST FOR CHANGE ORDER

FOR:

DESIGN SERVICES FOR BLACKWATER BRANCH CULVERT REPLACEMENT

PROJECT NAME

TO: BUSINESS ADMINISTRATION

DEPARTMENT: PW, CITY ENGINEER FROM: DAVID MAILLET, PE

This is a request for change order # 1 to Contract # C13-0100 for:

Project Name _____

Name/Address of

Contractor: PENNONI ASSOCIATES INC., 3071 E. CHESTNUT AVENUE, VINELAND, NJ

The change order is necessary because: (use additional pages if necessary to explain your reason and you must attach *documentation to support the necessity of this change order.

*(Documentation from contractor, engineer, etc.)

REVISIONS REQUIRED BY NJDOT. SEE ATTACHED NARRATIVE

Original Contract Amount:	\$ <u>125,810.00</u>
Amount of this change order:	\$ <u>+7,900.00</u>
Previous Change Orders:	\$ <u>0</u>
Total Revised Amount:	\$ <u>133,710.00</u>

APPROVED BY: BRIAN N. MYERS, CITY ENGINEER
Print/type

Signature

NOTE:
CHANGE ORDERS CANNOT EXCEED 20% OF THE ORIGINAL CONTRACT AMOUNT

Please provide the account number that the change order will be charged to:

Account # 021-0-00-00-0000-2-5518201

CC: Purchasing Division

Change Order Justification
CO #1

PROFESSIONAL SERVICES FOR BLACKWATER BRANCH
CULVERT REPLACEMENT

Our office, when initiating this project, envisioned that the City of Vineland would be responsible for funding this project completely. Earlier this year, it came to our attention that funds were available through the Federal Highway Administration (FHWA) for projects such as this.

At that time, we worked with our partner, South Jersey Transportation Organization (SJTPO) to secure federal grant funding. With this funding comes NJDOT review and federal requirements in the design plans and specifications and bid process.

While our contract with Pennoni Associates included NJDEP review, it did not include revisions based on NJDOT review comments. In order to secure \$650,000 in federal grant funding a change order is needed so that Pennoni can bring the design in compliance with NJDOT requirements.

This represents an increase of only 6.3%.



PENNONI ASSOCIATES INC.
CONSULTING ENGINEERS

CVIN 1304

August 27, 2015

Brian Myers, PE
City Engineer
City of Vineland
640 E. Wood Street
Vineland, NJ 08360

RE: CITY OF VINELAND
CHANGE ORDER REQUEST FOR PROFESSIONAL SERVICES
BLACKWATER BRANCH CULVERT REPLACEMENT
FEDERAL PROJECT NO. STP-C00S (820)
NJDOT JOB NO. 6014413

Dear Brian:

We understand that the City is pursuing Federal funding for the referenced project and we are in receipt of FHWA/NJDOT review letter dated August 7, 2015. The City intended to construct this project using capital funds when we were originally contracted to design and obtain permits for the culvert replacement. Assisting the City with the application for funding is beyond our scope and a change order is required.

We have developed the following scope of work to comply with FHWA/NJDOT's review.

SCOPE OF WORK

CED/ER/ENVIRONMENTAL CHECKLIST

We will add language to the specifications that the contractor must comply with the CED certification (City to provide CED documents).

We will incorporate the environmental commitments found in Section K of the CED (City to provide CED documents).

PSE REVIEW

We will update the plans, specifications, and cost estimate in accordance with the review letter.

OTHER

We will provide the design exception report, design certification, and utility certification.

We will comply with items identified in the Review Checklist.

SCHEDULE

We will complete the scope of work within 45 days of written authorization to proceed.

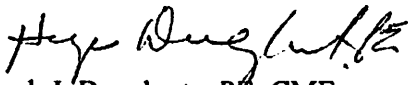
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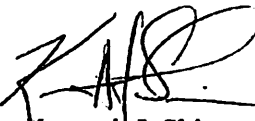
Our fee to complete the additional scope of work is **\$7,900**.

Please feel free to contact us with any questions.

Sincerely,

PENNONI ASSOCIATES INC.


Hugh J. Dougherty, PE, CME
Associate Vice President


Kenneth J. Shine
Project Manager

13-015



State of New Jersey

DEPARTMENT OF TRANSPORTATION
Region South Headquarters
One Executive Campus
Route 70
Cherry Hill, New Jersey 08002

CHRIS CHRISTIE
Governor

JAMIE FOX
Commissioner

KIM GUADAGNO
Lt. Governor

August 7, 2015

Brian N. Myers, P.E.
City Engineer, City of Vineland
Department of Engineering
640 E. Wood Street
Vineland NJ 08362

RECEIVED
AUG 10 2015
Engineering Division

Re.: Blackwater Branch Culvert Replacement
Location: West Ave over Blackwater Branch
City of Vineland, Cumberland County
Federal Project No. STP-C00S (820)
NJDOT Job No. 6014413

Dear Mr. Myers:

This is to acknowledge receipt of a Preliminary PS&E package submitted to your office from Pennoni Associates Inc. via email dated 06/08/2015 , regarding the above referenced Federal Aid project in the City of Vineland in Cumberland County.

This office has reviewed the Preliminary PS&E package according to Local Aid procedures and offers the following comments:

Eligibility for Federal Aid:

On 4/23/2013, the Division of Local Aid and Economic Development approved City of Vineland as an eligible recipient for federal aid funding.

Federal Project No.; NJDOT Job No. & Responsible Charge:

- A Federal Project No. has been assigned to this project as: STP-C00S (820). It must be included on all construction contract documents related to this project, including Plans, Specifications, Engineer's Estimate and required certifications.
- NJDOT Job No. assigned to this project is "6014413".
- 23 CFR 635.105 – "Supervising Agency" (<http://ecfr.gpoaccess.gov>): requires the State Transportation Department (STD) to be responsible for the construction of all Federal-aid projects, and is not relieved of such

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responsibility by authorizing performance of the work by a local public agency. The STD is also responsible for insuring that such projects receive adequate supervision and inspection to insure that projects are completed in conformance with approved plans and specifications. When a project is located on a street or highway over which the STD does not have legal jurisdiction, or when special conditions warrant, the STD, while not relieved of overall project responsibility, may arrange for the local public agency having jurisdiction over such street or highway to perform the work with its own forces or by contract under *certain* conditions. If a local public agency elects to use consultants for construction engineering services, the local public agency shall provide a full-time employee of the agency to be in responsible charge of the project. Considering this federal requirement, please identify a person who is "Responsible Charge" for this project and provide contact information (including full name, title, address, phone/fax nos. and e-mail address, if known) to this office.

Patented/Proprietary/Direct Contract Items:

- Federal funds shall not participate, directly or indirectly, in payment for any patented and proprietary material, specification, or process set forth in the plans and specifications for a project unless:
 1. The patented or proprietary item is purchased or obtained through competitive bidding with 2 or more equally suitable unpatented items; or
 2. The State certifies either the patented or proprietary item is essential for synchronization or no suitable alternative exists; or
 3. The patented/proprietary item is used for research or for a distinctive type of construction on relatively short sections of road for experimental purposes.
 4. The State may require a specific material or product when there are other acceptable materials and products, when such specific choice is approved by the Division Administrator as being in the public interest.
- If the project includes any patented/proprietary, direct contract (no bid) items of work, please visit our website at <http://www.state.nj.us/transportation/eng/forms/docs/design/df15.pdf> and submit an electronic copy of completed **REQUEST FOR APPROVAL OF PATENTED/PROPRIETARY ITEMS ON FEDERALLY FUNDED PROJECTS** Form to this office with the required certification.

CED/ER/Environmental Checklists:

- A CED has been certified by the Manager of Bureau of Environmental Program Resources on 07/22/2015 and concurred with by FHWA on 7/27/2015. The contractor will need to comply with the requirements of the approved CED/ER document and be aware of restrictions of access to adjacent areas and permit conditions (if applicable).
- Please incorporate environmental commitments [found in Sec. K of the CED] in bid plans and specifications.
- Please **complete** and **return** signed copies of the attached Environmental Checklist to this office.

Plans, Specifications, Estimate and Standard Construction Details:

- City of Vineland must submit copies of Unified PS&E Checklist (see attached) and the Department's PS&E acceptance letter with the authorization request. **Please refer to the attached Local Aid PS&E Review Checklist and provide a written response for each item marked as not meeting the criteria for acceptance of a PS&E package.**
- As a designer/sponsor of this project, please confirm that a constructibility review of the PS&E package is completed. Please visit the Department's <http://www.state.nj.us/transportation/eng/documents/constructibility/constructibility.shtm> and refer to the "Constructibility Checklist" and submit a completed copy of the checklist for our file records.
- The following comments are based on our review of plans/specifications/cost estimate:

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Plans:

1. Please incorporate environmental commitments in bid plans and specifications.
2. **Please include the Federal project and NJDOT job numbers provided in this letter on all PS&E documents.**
3. **Please include the beginning and end stations on the coversheet and/or location map.**
4. **Please include the wording "NJDOT Standard Specifications for Road and Bridge Construction, 2007 and current Supplementary Specifications thereto to govern" on the key sheet**
5. **Please include or verify the location of Item #22 - Inlet, Type C with E Casting.**
6. **Please include construction detail sheet(s) for Item #22.**
7. **Please include an Estimate of Quantities/Distribution of Quantities Sheets and update the quantities for the item callouts on the Construction Plan Sheet.**
8. **Please include construction cross sections showing any required cuts and fills and an earthwork summary, if applicable.**
9. **Please include detailed Traffic Control and/or Maintenance and Protection of Traffic Plan(s).**
10. **Please include detailed pavement striping plan(s).**

Specifications:

1. The current edition of the 2007 Standard Specifications For Road and Bridge Construction is available at the following web link: <http://www.state.nj.us/transportation/eng/specs/2007/Division.shtml>. Please incorporate these specifications as part of contract documents for your project and any related updates resulting from Baseline Document Changes (BDC's).
2. Please include a copy of the attached Contractor Manpower Project reporting for CC-257R in the project supplementary specifications, required for the contractor to report (on line) the workforce information.
3. **Please ensure the Bid Proposal and Engineer's Estimate are in agreement.**
 - **Item #19 - Dense-Graded Aggregate Base Course, 6" Thick is listed with a bid quantity of 380 SY in the Bid Proposal and 496 SY on the Engineer's Estimate.**
 - **Item #46 - Temporary Seeding is not listed in the Bid Proposal and is listed with a bid quantity of 125 SY on the Engineer's Estimate.**
 - **Item #105 - Concrete Headwall is listed with a bid quantity of 491 CY in the Bid Proposal and 49 CY on the Engineer's Estimate.**
4. **Please include Prevailing Wage Rate documents.**
5. **Please include FHWA Federal Aid Attachments 1-7.**
6. **Please include item Specifications for all non-standard items:**
 - **Item #15 - 60" High Density Polyethylene Pipe**
 - **Item #22 - Inlet, Type C with Type E Casting**
 - **Item #28 - Gabion Mattress**
 - **Item #29 - Separation and Filtration Geo Textile**
 - **Item #104 - Coarse Graded Aggregate, No. 57 Stone**

Cost Estimate:

1. Please provide an updated cost estimate (prepared within the last 30 days from requesting funding authorization) based on the most recent average bid price.
2. In accordance with the Division of Local Aid and Economic Development's Policy No. 003.01 dated 9/5/07; the State participation in the cost of Trained Flaggers and Traffic Safety Services is limited to current wage rates (State or Federal, whichever is applicable). A copy of this policy can be provided upon request.
3. If City of Vineland's intention is to hire a consultant for construction inspection/administration, please provide documentation regarding selection of a consultant.
4. If the amount of funds programmed for this project is less than the total project budget, please contact the MPO (DVRPC or SJTPO) prior to requesting an authorization. As an option, City of Vineland may choose to fund the difference, in form of a letter of commitment; however, if City of Vineland does not intend to fund the difference, then the PS&E (Plans, Specifications and Cost Estimate) package must only reflect prioritized construction based on the available funds.

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5. Provide a breakdown of construction costs and CE services (consultant and in-house).
6. **Item #46 - Temporary Seeding is a non-sharing item.**

Design Exception:

Americans with Disabilities Act (ADA):

"Americans with Disabilities Act (ADA) Curb ramp Standard Detail Type to be used at every individual location must be specified according to ADA Best Management Practice at <http://www.access-board.gov/index.php> and at <http://www.access-board.gov/attachments/article/743/nprm.pdf> and with confirmation that the project design and layout of any curb ramp and driveway crossing and other such alterations be provided according to ADA access and other requirements, **during** and **post** construction, and inclusion of related traffic control plans and notes for contractor compliance. Additional guidance is provided for your use:

Consideration should be given to add bid document notes such as "Curb ramps and Sidewalks that are constructed not in compliance with ADA accessibility requirements including maximum running slopes, maximum cross slopes, landing area location and size, diverging sidewalk drop off protection, blended transitions, blended transition running slopes and cross slopes, flare widths, grade breaks and grade break directions, clear space size and location, will not be accepted."

For NJDOT ADA Technical Infeasibility Form TIF-1 (Form used to document design decisions for non-compliance of pedestrian facilities) and instructions, please visit our website at <http://www.state.nj.us/transportation/eng/documents/RDM/sec5.shtm>

Also, ADA Curb Ramp Calculator is available at <http://www.state.nj.us/transportation/eng/tools/CalculatorCurbRamp.shtm>

List of additional ADA links:

1. ADA Accessibility Guidelines for Buildings and Facilities (ADAAG) - <http://www.access-board.gov/guidelines-and-standards/buildings-and-sites>
2. Public Rights-of-Way Accessibility Guidelines (PROWAG): PROWAG - For facilities located within the public right of way (except for structures) - <http://www.access-board.gov/guidelines-and-standards/streets-sidewalks>
3. NJDOT Corrective Action Notice dated 5/1/12 – Subject: Revision to the Roadway Design Manual Subsection 5.7.4 Public Sidewalk Curb Ramps, General <http://www.state.nj.us/transportation/eng/notices/CAN/pdf/CAN081.pdf>

Constructability Quality Checklist available in Constructability Manual

<http://www.state.nj.us/transportation/eng/documents/constructibility/constructibility.shtm>

Clarification of FHWA's Oversight Role in Accessibility - Date: September 12, 2006, it includes definitions of alterations that trigger ADA accessibility compliance and allowance for ADA accessibility based on documentation that it was provided at the maximum technical extent feasible:

1. Related Information Link at http://www.fhwa.dot.gov/civilrights/memos/ada_memo_clarificationi.htm
2. Related Action Link at http://www.fhwa.dot.gov/civilrights/memos/ada_memo_clarificationi.htm
3. Questions and Answers About ADA/Section 504 Link at http://www.fhwa.dot.gov/civilrights/programs/ada_sect504qa.htm

FHWA Designing Sidewalks and Trails for Access II of II: Best Practices Design Guide, it provides guidance on design and constructability Link at http://www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/sidewalk2/index.cfm

1. Related Sidewalk Corridors Link at <http://www.fhwa.dot.gov/environment/sidewalk2/sidewalks204.htm>
2. Related Driveway Crossings Link at <http://www.fhwa.dot.gov/environment/sidewalk2/sidewalks205.htm>
3. Related Providing Information to Pedestrians Link at http://www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/sidewalk2/sidewalks206.cfm
4. Related Curb Ramps Design Link at http://www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/sidewalk2/sidewalks207.cfm
5. Related Pedestrian Crossings Link at http://www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/sidewalk2/sidewalks208.cfm

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6. Related Sidewalk Assessment Link at
http://www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/sidewalk2/sidewalks211.cfm

Additional Tools for technical feasibility documentation and final inspection:

1. Related Sidewalk Assessment Process Forms Link at
http://www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/sidewalk2/sidewalks2aa.cfm
2. Related Sidewalk Accessibility Checklist Link at
http://www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/sidewalk2/sidewalks2ab.cfm
3. Related Slope Conversion Chart Link at
http://www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/sidewalk2/sidewalks2ae.cfm
4. Designing Pedestrian Facilities for Accessibility - April 2011 FHWA ADA Compliance Training at the following link:
<http://www.state.nj.us/transportation/business/localaid/documents/LPADPFAADA-kps.pdf>

It is recommended that the following suggested special provisions for addressing ADA compliance verification be included in the project's specifications:

CONSTRUCTION OF CONCRETE CURB RAMPS AND DRIVEWAYS

DESCRIPTION - This work is the construction of approved concrete curb ramps and driveway crossings which are part of the pedestrian accessible route at the locations identified in the contract drawings.

Do not start construction work until curb ramps and driveway crossings grading and layout are approved by the Engineer.

Locations shown on the contract drawings are where curb ramps and driveway crossings are proposed in order to meet vehicular and pedestrian safety parameters which are in compliance with the American with Disabilities Act. Prepare and submit construction layout and proposed grading drawings for proposed curb ramps and driveway crossings for review and approval by the Engineer.

Alterations to existing facilities must meet the requirements to the maximum extent feasible. For alterations where it is technically infeasible to meet the contract drawings requirements, a technically infeasible documentation must be submitted and approved by the Engineer to document access has been provided to the maximum extent feasible. Do not begin construction of the curb ramp or driveway crossing until approval is obtained.

Construction of the curb ramps and driveway crossing must accommodate the existing utility facilities within the project unless otherwise noted in the contract drawings. If utility relocations become part of the construction effort, notify the Engineer who will contact the affected utility companies of the project construction effort in advance, secure the utility company approvals and incorporate their scheduling requirements in to the overall project schedule.

If curb ramps or driveway crossing impacts or any elements of the ramp design including sidewalk transitions or grading, become located outside projects right-of-way, notify the Engineer.

Sketches drawn to scale should be provided depicting the curb ramp's or driveway crossing's layout and grading including any impediments to providing any ramps which are not fully in accordance with the contract drawings should be submitted to the Engineer. The sketches should include the following information:

- Depict the existing and proposed vertical elevations of the finished grade of roadway directly in front of and at the center of the proposed ramp (designated to the nearest 0.10').
- Depict the existing longitudinal and cross slopes of the roadway directly in front of and at the center of the proposed ramp (designated to the nearest 0.10%).
- Indicate proposed running & cross slope percent of the ramp (designated to the nearest 0.10%).
- Show proposed running & cross slope percent of the sidewalk transitions to the ramp and or landing (designated to the nearest 0.10%).
- Indicate limits of removal of existing sidewalk (designated to the nearest 0.10').

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- Proposed length and width of the ramp.
- Proposed horizontal location of the landing area.
- Proposed slopes of the landing area (designated to the nearest 0.10%).
- Proposed slopes of flares (designated to the nearest 0.10%).
- Proposed horizontal measurements of flares (designated to the nearest 0.10').
- Depict the proposed horizontal placement of Detectable Warning Surfaces (DWS).
- Depict horizontal and vertical relationships to the pedestrian push buttons (designated to the nearest 0.10'), as applicable.
- Depict horizontal relationship of the crosswalk and stop bars (designated to the nearest 0.10').
- Depict any utility features within the curb ramp construction area.
- Provide positive drainage; avoid potential drainage issues (no pooling of water is permitted).
- Depict existing and proposed right-of-way and construction easements, as applicable.
- Complete and submit documentation for technical Infeasibility, as applicable.
- Slopes of constructed curb ramps and driveway crossings shall be measured with a 2' or 4' Smart Level.

Submissions that take advantage of any errors and/or omissions in the contract drawings or discrepancies with the special provisions will not be accepted. In the event any such error, omission, or discrepancy is discovered, immediately notify the Engineer. Failure to notify the Engineer will constitute a waiver of all claims for misunderstandings, ambiguities, or other situations resulting from the error, omission, or discrepancy.

All minimum and maximum dimensions contained in the contract drawings are absolute. Acceptance will not be issued if any newly constructed ramp does not comply with the approved drawings, construction standards and specifications.

Each ramp or driveway crossing is eligible for payment only one time. Additional payments will not be made for reconstruction.

MEASUREMENT AND PAYMENT –

This work will be paid under following items:

Handicap Ramp
Detectable Warning Surface
Vertical Curb
Concrete Sidewalk
Concrete Driveway
Project Survey and Layout

Baseline Document Changes (BDC's):

- Baseline Document Changes (BDC's) to the 2007 Standard Specifications for Road & Bridge Construction must be checked periodically, for incorporation of related updates in the current edition of Supplementary Specifications for Federal Aid Projects and Final PS&E; they are found at the link <http://www.state.nj.us/transportation/eng/documents/BDC/>.

Sponsor's Certifications:

- Submit a signed/sealed design certification stating that the design is in substantial conformance with the applicable AASHTO design criteria. Any design exceptions must also be submitted with the design certification, when applicable. For projects involving traffic engineering features, the design certification must also contain appropriate statement indicating conformance with and as stipulated in P. L. 2008 c. 110.
- Submit a right-of-way certification from proper authorities having ownership of project area, stating that the work will be performed within the right-of-way owned by those authorities. City of Vineland must also provide copies of right-of-entry and easements with this certification, if any work is outside of the right-of-way.

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- Submit a utility certification stating that no utility relocations are anticipated for this project and the start of construction will not be delayed due to utility relocations. If any utility relocations and/or upgrades are required for this project, they will be completed either at City of Vineland or respective utility company's expense and no provision for federal participation will be made. If utility work is proposed to be done by a utility company, City of Vineland must also provide copies of utility agreements.
- Submit a Railroad certification stating that there are no railroad crossings or railroads in the proximity of the project area.
- Submit a Permit certification (and copies of applicable permits) stating that all required permits have been obtained for this project.
- Submit a letter stating that City of Vineland will advertise for construction bids within sixty (60) calendar days from the date of notice of federal authorization by the Department.

Civil Rights Requirements:

For additional information and guidance regarding preparation and completion of Civil Rights/Affirmative Action related documents, please visit the web link: <http://www.state.nj.us/transportation/business/localaid/fedaid.shtm> (Civil Rights/Affirmative Action Workshop).

- A request for the DBE/ESBE and Trainee goals for this project is being processed by the Division of Civil Rights. This office will forward you information regarding these goals, when it becomes available to us; however, it will be City of Vineland's responsibility to include the related information in the final bid documents and provide us with a copy of those documents.

Wage Rate Requirements:

Please refer to NJDOT BDC09S-04 dated May 18, 2009, on "FHWA & State Attachments," which is available at link <http://www.state.nj.us/transportation/eng/documents/BDC/pdf/bdc09s04.pdf> regarding Wage Rates requirements for the subject project, as explained below: "Wage Rates must be downloaded and inserted into the project contract documents not more than ten, (10), days prior to advertisement. General wage determinations issued under Davis-Bacon and related acts, published by US Department of Labor, may be obtained from the Davis-Bacon web site at <http://www.wdol.gov/dba.aspx#0> under the appropriate county, select the construction type heading: eg. HIGHWAY. Pay the prevailing wage rates determined by the United States Secretary of Labor and the New Jersey Department of Labor. If the prevailing wage rate prescribed for any craft by the United States Secretary of Labor is not the same as the prevailing wage rate prescribed for that craft by the New Jersey Department of Labor, pay the higher rate. State wage rates may be obtained from the New Jersey Department of Labor & Workforce Development (Telephone: 609-292-2259) or by accessing the Department of Labor & Workforce Development's web site at http://lwd.dol.state.nj.us/labor/wagehour/wagehour_index.html.

The State wage rates in effect at the time of award are part of this Contract, pursuant to Chapter 150, Laws of 1963 (NJSA 34:11-56.25, et seq.).

The following should apply as per Special Provisions for State Aid Funded projects (TTF-Swap)
<http://www.state.nj.us/transportation/business/localaid/pubs.shtm>

WAGE RATES

The contractor shall pay the minimum wage rates determined by the New Jersey Department of Labor.

State wage rates may be obtained from the New Jersey Department of Labor (Telephone: 609-292-2259) or by accessing the Department of Labor's web site at http://lwd.dol.state.nj.us/labor/wagehour/wagehour_index.html. The State wage

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rates in effect at the time of award will be made a part of this Contract, pursuant to Chapter 150, Laws of 1963 (NJSA 34:11-56.25, et seq.).

In the event it is found that any employee of the contractor or any subcontractor covered by the contract, has been paid a rate of wages less than the minimum wage required to be paid by the contract, the contracting agency may terminate the contractor's or subcontractor's right to proceed with the work, or such part of the work, as to which there has been a failure to pay required wages and to prosecute the work to completion or otherwise. The contractor and his sureties shall be liable to the contracting agency for any excess costs occasioned thereby.

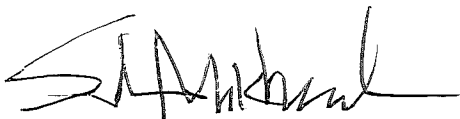
Required FHWA Attachments:

The following FHWA Attachments are to be included in the Specifications. These documents are also part of the Standard Input for the 2007 Standard Specifications For Road and Bridge Construction which is available at the following web link: <http://www.state.nj.us/transportation/eng/specs/index.shtml#SpecialProvisionsAttachments>.

FHWA Attachment No.	Description	Revision Date
1	REQUIRED CONTRACT PROVISIONS FEDERAL-AID CONSTRUCTION CONTRACTS	Revised May 1, 2012, March 1994.
2	STANDARD FEDERAL EQUAL EMPLOYMENT OPPORTUNITY CONSTRUCTION CONTRACT SPECIFICATIONS (EXECUTIVE ORDER 11246)	April 2012 January 2007
3	NOTICE OF REQUIREMENT FOR AFFIRMATIVE ACTION TO ENSURE EQUAL OPPORTUNITY (EXECUTIVE ORDER 11246)	April 2012 January 2007
4	STATE OF NEW JERSEY EQUAL EMPLOYMENT OPPORTUNITY FOR CONTRACTS FUNDED BY FHWA	January 2013 April 2012 January 2007
5	EMERGING SMALL BUSINESS ENTERPRISE UTILIZATION ATTACHMENT FHWA FUNDED CONTRACTS	April 2012 January 2007
5	DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION ATTACHMENT FHWA FUNDED CONTRACTS	April 2012 January 2007
6	EQUAL EMPLOYMENT OPPORTUNITY SPECIAL PROVISIONS	April 2012 Interim Revision - March 2009 January 2007
7	SPECIAL CONTRACT PROVISIONS FOR INVESTIGATING, REPORTING AND RESOLVING EMPLOYMENT DISCRIMINATION AND SEXUAL HARASSMENT COMPLAINTS	April 2012 January 2007

If you have any questions regarding the above comments, please contact Thomas Berryman of this office at (856) 486-6711.

Sincerely,



Salim T. Mikhael
Manager
District 4 Local Aid

Attachment
Ref # 1873

(3/09)

LOCAL AID FEDERAL PROJECT PS&E REVIEW CHECKLIST

Preliminary Final Submission - PAGE 1 OF 2

Name: Blackwater Branch Culvert Replacement

Limits: West Ave over Blackwater Branch

Municipality: City of Vineland

County: Cumberland

DBNUM: S1502

STIP Year/Section/Page: 2015, e-STIP

FAR#:

Functional Class: Urban Local

FPN: STP-C00S (820)

FMIS ID#:

Job No.:

Anticipated CED Date:

Anticipated Auth Date:

Agreement No.:

CED Approval Date:

ITEM	Submittal		ELEMENTS (P: Preliminary PS&E Submittal/ F: Final PS&E Submittal)	Yes	No	N/A	
Design Exceptions	P	F	Has project sponsor notified Local Aid on design exceptions?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	P	F	Has project sponsor provided a design exception report?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	P	F	Review and Comment (Non-NHS)/ Review, Comment and approve (NHS).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Patented/ Proprietary/ Direct Contract Items		F	Has project sponsor notified Local Aid on Patented/Proprietary items?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		F	Has project sponsor notified Local Aid on non-publicly bid contracts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	P	F	Verify all patented/proprietary contract items, or direct non-publicly bid contracts: Each requires a related public interest finding (PIF) statement and justification with a letter requesting approval from FHWA.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	P	F	PIF concurrence by FHWA on patented/proprietary items & non-bid contracts.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	P	F	Patented/proprietary item special provisions are included in all bid documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Constr. Bar Chart	P	F	Verify schedule submitted, is the contract time realistic?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
FPN, LIMITS	P	F	Standard Key Sheet details (Name of Project, <u>Federal Project No.</u> , Reference to Specifications, Signature and Seal, Location Map, project limits with beginning and ending stations. For split-fund projects, are funding limits shown on plans?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	P	F	"NJDOT Standard Specifications for Road and Bridge Construction, 2007 and current Supplementary Specifications thereto to govern" on Key Sheet	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Plans	P	F	Does the plan meet the scope of work as approved? As Field verified? Glaring omissions such as guide rail not being upgraded as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	P	F	Constructability (Are there enough information and data for the contractor to construct the project without questions?) Note on required Contractor notification of all utilities and interested parties prior to start of work, Contact information of adjacent Utilities & Underground Location Service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	P	F	Verify design is general conformance with NJDOT Roadway Design Manual: Guide rail warrants and inclusion, Drainage and calculations; AASHTO publications; ADA: Sidewalks and curb ramps; Bicycle Accommodation: Safety grates; Water Quality: Eco-curb pieces.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	P	F	Estimate of Quantities/Distribution of Quantities sheets: construction item nomenclature, quantities & pay units are according to final Engineer's Estimate of Cost.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	P	F	Typical section(s) show all existing conditions and proposed design.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	P	F	Construction plan sheets show all existing topography and utilities and proposed construction.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	P	F	Pavement widths and right-of-way widths are clearly indicated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	P	F	Existing and proposed profiles are clearly indicated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	P	F	Existing and proposed drainage, if part of project, with all inverts shown.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	P	F	Cross sections, if required, showing cuts, fills, and an earthwork summary.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	P	F	Traffic Signal & Electrical Plan(s), if required, quantities clearly indicated.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	P	F	Structural and geotechnical Plans, if required with quantities clearly indicated, and compliance with non-local aid SME review comments.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	P	F	Other NJDOT (CPM, Maintenance, Railroad, Jurisdiction, Regional or Major State Highway Access,) reviews. Eg: Railroad Engineering & Safety Unit (RRSE) review of projects where railroad or light rail at-grade crossing is within the project limits or within 1000 feet of the project limits. Has the sponsor incorporated Diagnostic Team Memorandum of Record and related Commissioner's ORDER in bid documents?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	P	F	Other non-NJDOT (County, Municipality, Turnpike, Parkway,) reviews. Has the sponsor incorporated related requirements in bid documents?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	NO DETOUR PLAN/ NO MPT PLAN	P	F	Detailed Detour, Traffic Control and or Maintenance and Protection of Traffic Plans: conform to current Manual on Uniform Traffic Control Devices, with pay units by measurable units not Lump Sum.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		P	F	Pavement striping plan, if traffic stripes and markings are in the contract.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
P		F	Equivalent Details: for all Non-Standard and or Non-PIF Proprietary Items.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
P		F	Standard NJDOT Construction Details Sheets referenced in plans.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		F	Info to prepare 2 environmental checklists for authorization request shown.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	F	Any addendums detected in Final Plans, reviewed, certified and approved.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
NO STIP IN PLAN							

LOCAL AID FEDERAL PROJECT PS&E REVIEW CHECKLIST

Preliminary Final Submission - PAGE 2 OF 2

Name: **Blackwater Branch Culvert Replacement**

Limits: **West Ave over Blackwater Branch**

Municipality: **City of Vineland**

County: **Cumberland**

ITEM	Submittal	ELEMENTS (P: Preliminary PS&E Submittal/ F: Final PS&E Submittal)	Yes	No	N/A	
Specifications	P	F	Federal Aid Supplementary Specifications and all applicable sections included and/or Standard Specifications for Road and Bridge Construction.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P	F	Bid Proposal: All construction bid items are included with nomenclature, quantities & pay units according to final Engineer's Estimate of Cost.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	P	F	Permits required, related work restrictions and approval submittals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P	F	Prevailing Wage Rate including Traffic Director – Flagger, not Police Traffic Directors, prevailing rate.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	P	F	General Instruction to Bidders and all of the Federal Aid Attachments are included (Certifications such as Non-Collusion Affidavit).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	P	F	Non-standard item Specifications.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		F	Info to prepare 2 environmental checklists for authorization request shown.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		F	* Required contract DBE/Trainee Goals are included.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineer's Estimate of Construction Cost <i>TEMPORARY SEEDING</i>	P	F	Date of Final Construction Cost Estimate <u>5/15/15</u> (prepared within the last 30 days from requesting funding authorization), signed by Registered PE.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	P	F	Costs of all patented/proprietary items & non-bid direct contacts are included.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	P	F	Breakout of non-participating and or third party cost match sharing items.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	P	F	Identify capped items: Police Traffic Directors, federal cost participation capped at current Traffic Director/Flagger prevailing wage rate.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	P	F	Identify ineligible items: core samples, permit, advertising costs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	P	F	Has the project sponsor included any costs for construction engineering?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	P	F	Has the sponsor included documentation for consultant selection, if requesting funds for construction engineering?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		F	Verification with the most recent Average Bid Price.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	F	* Engineer's Estimate used in request for DBE/Trainee goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental CED/ER	P	F	Check for correctness: Does the PS&E Package accurately reflect scope of approved project CED and requirements such as SHPO's?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		F	Date: <u>7/22/15</u> Check for validity: Is CED/ ER less than 1Year/ 3 Months old?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		F	Environmental permits: Check that all are secured, with full copies of each permit in file? Check for work restrictions in bid documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		F	Check for commitments required and inclusion in bid documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sponsor Certifications	P	F	Does the project conform to the design standards for the handicapped under the Americans with Disability Act?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	P	F	Does the project conform to the design standards for the bicycle safety?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	P	F	Sponsor's certification of traffic control devices (P.L. 2008, c. 110; LPA establishes certain traffic control without NJDOT review or involvement).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		F	Check Right-of-Way, Utility & Design Certifications content & accuracy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		F	Has the project sponsor included a signed/sealed design certification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		F	Letter of commitment by sponsor for advertisement within 60 calendar days from the date of the Department's notice of federal authorization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		F	Letter of commitment if applicable, by sponsor to fund the amount over federal funding detailing how the project cost overage will be funded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General <i>FPN & NJDOT JOB #</i>	P	F	STIP Reference/Federal Project No./State Job No. on all documents?		<input checked="" type="checkbox"/>	
	P	F	In response to FHWA PS&E Review: Preliminary review of PS&E must have letter to Sponsor with comments and Sponsor must respond back in writing. Verify incorporation of comments into final submission of PS&E.			
	P	F	Design Exceptions: Controlling Design Elements (CDE's): Stopping Sight Distance (SSD) Vertical Curve(s)/ SSD Horizontal Curve(s)/ Minimum & Maximum Grades/ Lane Width (Through & Aux.)/ Shoulder Width/ Vertical Clearance/ Acceleration & Deceleration Lane Length/ Minimum Radius of Curve/ Cross Slope/ Through Lane Drop Transition Length/ Superelevation/ Bridge Width/ Structural Capacity		<input checked="" type="checkbox"/>	

ENVIRONMENTAL CHECKLIST FOR PROJECT AUTHORIZATIONS

Route and Section: Blackwater Branch Culvert Replacement

Fed. Project No.: STP-COOS (820)

Local Road Name: West Ave over Blackwater Branch

Environmental Document for project was a CE FONSI EIS
EO215 and included Section 4(f)

Authorization requested: Final Design ROW Construction

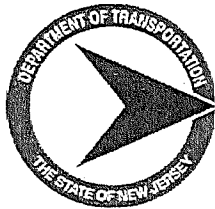
1. List commitments made during the NEPA/ EO 215/ Section 106 and Section 4(f) processes and indicate whether they have been completed.

2. List environmental permits/ approvals required for project construction authorization and indicate whether they have been received.

3. List permit conditions and commitments made as part of the Noise Study Process and the Hazmat process and indicate whether they have been incorporated into the final plans and specifications.

Sponsor's Engineer: _____ Date: _____

Local Aid Project Manager: _____ Date: _____



Contractor Manpower Project Reporting CC-257R

We are pleased to announce that workforce reporting information (Form CC-257) is now available on the internet through the New Jersey portal at <http://www.state.nj.us>. To access this application, you will need: **1)** to be registered with the New Jersey portal; and **2)** to receive an authorization code (via email) that will provide you with the link to the application. If you already have a portal account, you do not need to register again. The instructions below explain the registration process for a portal account.

New Jersey Portal Registration Instructions

Please follow these instructions carefully.

If you have already registered on the New Jersey portal and need to enter an Authorization Code for a new application, go to <http://www.state.nj.us> and follow the instructions beginning at Step 7 below.

1. Open an Internet browser and type <http://www.state.nj.us> in the address box and press <Enter>
2. At the top left (under the "Home" tab) are the "Login" and "Register" boxes for the portal
3. Click on "Register"
4. In the dialog box entitled "Create Your My New Jersey Account," enter a Logon ID and Password of your choosing and the rest of the requested information. Be sure to include a challenge question and valid email address in case you forget your password. (This is the account your Portal password will be sent to if you forget it. You will not be able to get into the application if you do not log onto the Portal)
5. Now that you have created your account, logout. The next step is to verify the existence of your new account.
6. Log in your account using your newly created Logon ID and Password.

Activating Authorization Code

Authorization codes will be sent via email under separate cover after you have emailed the following to trnsport@dot.state.nj.us

1. Company Name
2. Email Address for company Official or CEO
3. Company's Federal Identification Number
4. Contact Person's Name (this should be the person who registered the account and will be logging on and supplying the requested employment data)
5. Contact Person's email address

REVISED 2/8/12

New Jersey Portal Registration Instructions - continued

Once you receive the code, follow the instructions below which provide access to the CC-257R reporting program.

7. Once logged into the Portal, select "enter authorization code."
8. Follow the instructions carefully. Type the code in the text box labeled, "Enter your authorization code" and click the "Finished" button. Note that the code is case sensitive.
9. The system will log you out.
10. Log into your account. Your new application will have a link under the NJDOT heading.

Please Note

1. Under no circumstances should you give your authorization code to another user. This code has been personalized for your particular need.
2. The state job number specific to the project is needed for reporting.
3. If you have questions and/or problems with any of these steps please send an email to the following address: transport@dot.state.nj.us

Also Note

1. Federal Executive Order 11246 requires workforce reporting to be completed each month by both prime and subcontractors.
2. These reports are to be submitted by the 10th day of each month during the term of the contract, and include the total work hours for each employee classification in each trade in the covered area for the monthly reporting period.
3. The prime contractor submits a report for its total workforce and is responsible for ensuring that its subcontractors submit their respective reports.
4. Questions concerning the workforce report should be directed to the NJDOT, Division of Civil Rights/Affirmative Action at **1-609-530-3888**.